

FINANCE & UTILITY COMMISSION MEETING
Wednesday, December 16, 2020, 5:00 PM

The Committee meeting was called to order at 5:00 p.m. by Mayor Nathan Brown. This was a Zoom meeting. Those present included: Mayor Nathan Brown, Council Members John Dayton and Vaughn Ripley, Commission Members Syree Williams, Tom Smith, and Brian Keller, and staff members Dave Dunn, Carrie Myers, John Gerstner, Milt Frech, Jeremy Mose, Bruce Dell, and Rikki Bruchey. Council Member Andy St. John was also present.

Commission Members Swearing In – Mayor Brown swore in Commission Member Brian Keller.

Purchase Order Approval – WW51-21 – M&M Electric Motors – Dave Dunn and Jeremy Mose discussed this PO which was to rebuild the raw water pump at the Potomac Street pump station. The consensus was to recommend approval at a January Council Meeting.

Purchase Order Approval – WW52-21 – M&M Electric Motors – Dave Dunn and Jeremy Mose discussed this PO which was to rebuild the check valves on pumps at the Potomac Street pump station. The consensus was to recommend approval at a January Council Meeting.

Purchase Order Approval – WW53-21 – M&M Electric Motors – Dave Dunn and Jeremy Mose discussed this PO which was to rebuild check valves on EQ pumps at the WWTP. The consensus was to recommend approval at a January Council Meeting.

Purchase Order Approval – 24-21W – Microtech Designs – Dave Dunn discussed this PO which was to purchase, install, and program two UFDs for tower pumps. The consensus was to recommend approval at a January Council Meeting.

Yourtee Springs Updates – Dave Dunn discussed this item. When demo began at the Yourtee project, crews found a deteriorating foundation due to ground water infiltration. Whitman estimates the necessary repairs to stabilize and rebuild the foundation to be around \$69,000. The consensus was to have Whitman prepare plans for this repair, as such a large-scale project needs to be completed correctly.

811 West Potomac Street Funding Discussion – Dave Dunn discussed this item. This bid was recently awarded for almost \$6 million. The City has been budgeting capital reserve funding and has grant and bond funding to spend on the project, but there remains roughly a \$1.3 million shortfall in budgeted funds to complete the project. Options to cover the shortfall include using capital reserve money or budgeting operational money from the Police and Public Works budgets in FY2022. The consensus was to use reserve money for the shortfall, as the Committee wasn't in favor of limiting operational money from the department during FY2022.

811 West Potomac Street Clark Azar Services Proposal – Dave Dunn discussed this item. His office will act as project managers for this project, filtering all information and requests from the contractor, however, there will be items necessary for engineering oversight. This proposal from Clark Azar for roughly \$85,000 would be to cover that oversight on a time and materials basis. The consensus was to recommend approval at a January Council Meeting.

WB Tower Project Update – Dave Dunn and Andy St. John discussed this item touching on budgeted funds from all previous years vs. actual expenses, grant funding, and current budgeted funds. Although earmarked funds from previous years were moved to capital, they were not restricted for WB spending this year, and the current budgeted amount of \$25,000 will not be enough. The consensus was to recommend a budget amendment later in the budget year when the final cost of the project is known.

Sidewalk Loan Program Discussion – Dave Dunn discussed this item, including budgeted funds, expended funds, and current projects in the works. Mayor Brown reminded the Commission that Planning staff completed a thorough analysis of necessary sidewalk repairs and stated he would like to move forward with that list. It was decided to begin sending friendly letters to homeowners needing sidewalk repairs to introduce them to the project and encourage participation.

Utility Bills Discussion – Mayor Brown stated the Governor did not extend the moratorium on shut-offs, and the Council extended Brunswick's moratorium until January. The consensus of this Commission was to recommend moving forward with shut-offs in 2021. This item will be discussed at a January Council Meeting.

FY2021 Finance Reports – There were no questions for comment on finance reports.

The Mayor brought up water meter installation and after a lengthy discussion it was decided to obtain final contractor pricing to install outside water meters, which the City moved ahead with inside meter replacements as homeowner felt comfortable allowing staff inside their homes due to COVID.

The meeting adjourned at 6:25 p.m.